

## Birth or Adoption

These qualifying mid-year event election changes are permitted when you gain a newly-eligible child as a result of birth, adoption, or placement for adoption.

### Health Care Coverage:

- You may enroll or change your plan. HMO members are required to select a primary care physician.
- You may add eligible family members.

*Note:* Contact your agency's Benefits Administrator about removing family members or waiving coverage if enrolling under your spouse's plan.

### Medical Flexible

### Reimbursement Account:

- You may enroll or increase your election amount to cover a change in eligible medical expenses. Sign-up following your enrollment to get the EZ Reimburse MasterCard.

*Note:* Contact your agency's Benefits Administrator if your spouse will carry the account and you want to reduce or cancel your election amount.

### Dependent Care Flexible

### Reimbursement Account:

- You may enroll or increase your election amount to cover a change in eligible dependent care expenses.

### ***Important Things To Know About Making An Election Change Request For This Event***

- 1. What documentation is required.** A copy of the birth certificate, adoption agreement, or pre-adoptive placement agreement.
- 2. How to submit the request.** Within 31 days of the birth, adoption, or placement for adoption, use [EmployeeDirect](#) or complete a paper [Enrollment Form](#). You need to contact your agency's Benefits Administrator when requesting to add a child under a pre-adoptive placement agreement.
- 3. When approved changes take effect.** Changes in *health care coverage* are retroactively effective the first of the month in which the child is born, adopted, or placed for adoption. Changes in *flexible reimbursement accounts* are effective the first of the month following receipt of your request or following the event, whichever is later. When the later date is the first of the month, changes are effective that day.
- 4. Where to learn more.** Visit [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov). The [Employee Benefits link](#) includes answers to frequently asked questions and helpful information about handling a life-changing event. For more details, contact your agency's Benefits Administrator.

**Reminder:** If you miss this opportunity to submit your change request, your next chance will be at [Open Enrollment](#) or with another consistent [Qualifying Mid-year Event](#), whichever comes first. Contact your agency's Benefits Administrator about an exception for those already under family

coverage.